




TGAnet Deposit Preparer and Deposit Approver User Manual

Table of Contents


TGAnet Login	1
TGAnet Home Page	2
Create Deposit	3
Step 1 of 3: Define Deposit Preparation Information	3
Step 2 of 3: Define Subtotals by Accounting Code or TAS	5
Step 3 of 3: Review Deposit Preparation Information	6
Acknowledgement	6
Confirmation	6
Modify Deposit	7
Step 1 of 3: Update Deposit Preparation Information	7
Step 2 of 3: Modify Subtotals by Accounting Code or TAS	9
Step 3 of 3: Review the Deposit Preparation Information	10
Confirmation	10
Saved Deposit Acknowledgement	10
Deleted Deposit Acknowledgement	10
Awaiting Approval Deposits	11
View Deposit Awaiting Approval	11
Reject Deposit Awaiting Approval	11
Submit Deposit Awaiting Approval	12
View Deposits	13
View Deposits	13
View Deposit Draft	13
View Deposit Awaiting Approval	13
View Submitted Deposit Details	14
View Confirmed Deposit Details	14
View Deposit Adjustment	14
View Rejected Deposit Details	15
Search Deposits	16
Search Deposits	16
Search Adjustments	18
Search Adjustments	18
View Reports	20
View Reports	20
Adjustments by Agency Endpoint	21
Deposits by Accounting Code	22
Deposit by Agency Endpoint	23
Deposit History by Status	24
Non-Reporting Agency Endpoints	25
View Vouchers Complete	26
View Vouchers in Progress	26
View Voucher Event Log	27
View Voucher Event Details	28
Glossary	29
Index	35

TGAnet Login

If you have *not* logged into TGAnet:

- Open your internet browser and type:
<https://www.twai.gov/TWAIUPS/user/login.jsp>
- Enter your user ID into the User ID text box.
- Enter your temporary password into the Password text box.
- Click  to enter the Treasury Web Application Infrastructure.
- You will be prompted to change your password:
 - Enter your temporary password in the Old Password text box.
 - Enter your new password into the Password and Confirm Password text boxes.
- Answer your secondary authentication questions by clicking the Update My Secondary Authentication Answers hyperlink. If you forget your password, you will be required to answer all secondary authentication questions to reset your password.

If you have logged into TGAnet before:

- Open your internet browser and type <https://www.tganet.gov> in the address bar.
- Enter your user ID into the User ID text box.
- Enter your password into the Password text box.
- Click  to enter the Treasury General Account Deposit Reporting Network.

TGAnet Home Page

Welcome to the TGAnet Home Page. To begin using TGAnet, select an available category from the menu bar across the top of the page.

By placing the cursor on **Manage Deposits**, a drop down list will appear with four options. To choose one of these options, click the option heading in the drop down list:

Create Deposit - allows you to create deposits for your organization.

View Deposits - allows you to view current and past deposits for your organization.

Search Deposits - allows you to specify criteria to search for a deposit.

Search Adjustments - allows you to specify criteria to search for an adjustment.

By clicking **Manage Users**, you will be directed to the TWAI User Provisioning Page where you may choose one of the following options:

Reset Password - allows you to reset your own password.

Secondary Authentication Questions - allows you to answer authentication questions to reset your password.

Update TWAI Information - allows you to update your TWAI contact information.

By clicking **View Reports**, you will be directed to the View Reports Page where you may select from business, security, and administration reports.

Create Deposit

Step 1 of 3: Define Deposit Preparation Information

- Using the **Deposit Endpoint** drop down list, select the **short name** for the endpoint that will be making a deposit.
- Enter the total amount of the deposit in the **Deposit Total** text box.
- Enter the financial institution business date that the deposit will be presented to the financial institution or the calendar date the deposit will be mailed to the financial institution in the **Voucher Date** text box.
- **Optional:** Enter the four-digit fiscal year that the deposit will be applied to in the **Fiscal Year** text box.

The screenshot shows a web browser window titled "Create Deposit". The address bar shows "http://tganet.stls.frb.org". The page has a blue header bar with the text "Step 1 of 3: Define Deposit Preparation Information". Below the header, there is a section titled "Deposit Information" with a sub-header "Enter the information to prepare the deposit". The form contains the following fields:

Deposit Information	
• Deposit Endpoint:	31
ALC:	06/01/12J
• Deposit Total:	\$ 1,111.00
• Voucher Date:	1/28/2005
Fiscal Year:	2006

- Using the **Financial Institution** drop down list, select the financial institution where you will be depositing funds.
- **Optional:** Enter comments or special instructions in the Agency Use text box.
- **Optional:** Enter the date that you started processing receipts for this deposit in the Receipts Processed From text box. Enter the date that you stopped processing receipts for this deposit in the Receipts Processed To text box.
- **Optional:** Enter the name of a person that the financial institution may contact in the **Alternate Agency Contact** text box.
- If required by your organization, enter additional deposit information.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

Financial Institution Information
Financial Institution: Bank of America
RTN: 01120330
DDA: 123456

Agency Information
Agency Use (Block 6):
Receipts Processed
From:
To:
Alternative Agency Contact:
Reference Document #:

- If required by your organization, enter the total amount of checks and money orders that you will deposit in the Checks & Money Orders Subtotal text box.
- If required by your organization, enter the total amount of currency that you will deposit in the Currency Subtotal text box.
- If required by your organization, enter the number of \$1, \$2, \$5, \$10, \$20, \$50, and \$100 bills that you will deposit in the appropriate Count text boxes.
- If required by your organization, enter the total amount of coins that you will deposit in the Coin Value text box.
- If required by your organization, enter the number \$0.01, \$0.05, \$0.10, \$0.25, \$0.50 and \$1.00 coins that you will deposit in the appropriate Count text boxes.
- Click **Next >>** to continue to Step 2 of 3 or click **Save As Draft** to save the information without submitting the deposit.

Checks and Money Orders Subtotal: \$ 500.00

Paper Currency	Count	Value
\$1:	<input type="text"/>	0.00
\$2:	<input type="text"/>	0.00
\$5:	<input type="text"/>	0.00
\$10:	<input type="text"/>	0.00
\$20:	<input type="text"/>	0.00
\$50:	<input type="text"/>	0.00
\$100:	<input type="text"/>	0.00

Paper Currency Subtotal: \$500.00

Coin Currency Subtotal: \$

Currency Subtotal: \$500.00

Deposit Variance: 0.00

Cancel **Save As Draft** **Next >>**

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Step 2 of 3: Define Subtotals by Accounting Code or TAS

- Using the **Agency Accounting Code** drop down list, select an available accounting code to provide accounting level detail for the deposit.
- Enter the amount to be applied to the selected accounting code in the Amount text box and click **Add >>** to save the accounting code and amount.
- If required by your organization, enter additional **accounting code subtotal information**.
- Continue adding accounting codes and amounts until the total of the accounting code amounts equals the deposit total defined in Step 1.
- To remove an accounting code and amount, click the check box in the Remove column and click **Update** to modify the list.
- Click **Next >>** to continue to Step 3 of 3 or click **Save As Draft** to save the information without submitting the deposit.

Create Deposit [Home](#) [Print](#) [Help](#) [Log Out](#)

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click Add for each subtotal of the deposit:

Deposit Total:	\$1,000.00
Variance:	\$0.00

Agency Accounting Code	Amount	
Select		Add >>


Agency Accounting Code	Description	Amount	Remove
ACC	Accounting Code 2	\$1,000.00	<input type="checkbox"/>
TOTAL		\$1,000.00	Update

Note: Providing subtotals by accounting code or TAS for this deposit will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1220, and SF 1271).


<< Previous **Cancel** **Save As Draft** **Next >>**

Step 3 of 3: Review Deposit Preparation Information


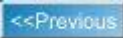

This page displays the **characteristics (Deposit Information, Financial Institution Information, and Agency Information)** for the deposit that you have created. Verify the information is correct before submitting.

- If the information is correct and you would like to submit the deposit to your **financial institution**, click .

OR


- If the information is correct and you would like to modify the deposit at a later time, click .

OR



- If the information is correct and you would like to submit the deposit for approval, click .
- If the information is not correct, click  to make changes or click  to return to the TGAnet Home Page.

Acknowledgement

This page displays the **voucher number** for the **deposit** that you have **saved as a draft** or **saved for approval**.

- Click  to return to the TGAnet Home Page.

Confirmation

- Click  to print a formatted **deposit**.
- Click  to return to the TGAnet Home Page.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

Modify Deposit

Step 1 of 3: Update Deposit Preparation Information

- Enter the total amount of the deposit in the **Deposit Total** text box.
- Enter the financial institution business date that the deposit will be presented to the financial institution or the calendar date the deposit will be mailed to the financial institution in the **Voucher Date** text box.
- **Optional:** Enter the four-digit fiscal year that the deposit will be applied to in the **Fiscal Year** text box.
- **Optional:** Enter comments or special instructions in the Agency Use text box.
- **Optional:** Enter the date that you started processing receipts for this deposit in the Receipts Processed From text box. Enter the date that you stopped processing receipts for this deposit in the Receipts Processed To text box.
- **Optional:** Enter the name of a person that the financial institution may contact in the **Alternate Agency Contact** text box.
- If required by your organization, enter additional deposit information.

Modify Deposit

[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.

Deposit Information

- Voucher #: 10335
- Deposit Endpoint: 41
- ALC: e678/123
- Deposit Total: 1000.00
- Voucher Date: 11/28/2005
- Fiscal Year: 2006

Financial Institution Information

- Financial Institution: Bank of America
- RIN: 01121100
- NOA: 123456

Agency Information

- Agency Use (Block 6):

Receipts Processed:

- From:
- To:

Alternative Agency Contact:

Reference Document #:

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

- If required by your organization, enter the total amount of checks and money orders that you will deposit in the Checks & Money Orders Subtotal text box.
 - If required by your organization, enter the total amount of currency that you will deposit in the Currency Subtotal text box.
 - If required by your organization, enter the number of \$1, \$2, \$5, \$10, \$20, \$50, and \$100 bills that you will deposit in the appropriate Count text boxes.
 - If required by your organization, enter the total amount of coins that you will deposit in the Coin Value text box.
 - If required by your organization, enter the number \$0.01, \$0.05, \$0.10, \$0.25, \$0.50 and \$1.00 coins that you will deposit in the appropriate Count text boxes.
 - Click **Next >>** to continue to Step 2 of 3.
- OR**
- Click **Save As Draft** to save the information without submitting the deposit.
- OR**
- Click **Delete** to eliminate the deposit.

			Checks and Money Orders Subtotal: \$	500.00
Paper Currency	Count	Value		
\$1:	-	0.00		
\$2:	-	0.00		
\$5:	-	0.00		
\$10:	-	0.00		
\$20:	-	0.00		
\$50:	-	0.00		
\$100:	-	0.00		
Paper Currency Subtotal: \$ 500.00			Coin Currency Subtotal: \$	0.00
			Currency Subtotal:	\$ 500.00
			Deposit Variance:	\$ 0.00
<small>Required fields</small>				
<< Previous Cancel Delete Save As Draft Next >>				

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Step 2 of 3: Modify Subtotals by Accounting Code or TAS

- Using the **Agency Accounting Code** drop down list, select an available accounting code to provide accounting level detail for the deposit.
 - Enter the amount to be applied to the selected accounting code in the Amount text box and click **Add >>** to save the accounting code and amount.
 - If required by your organization, enter additional **accounting code subtotal information**.
 - Continue adding accounting codes and amounts until the total of the accounting code amounts equals the deposit total defined in Step 1.
 - To remove an accounting code and amount, click the check box in the Remove column and click **Update** to modify the list.
 - Click **Next >>** to continue to Step 3 of 3.
- OR**
- Click **Save As Draft** to save the information without submitting the deposit.
- OR**
- Click **Delete** to eliminate the deposit.

Modify Deposit Home | Print | Help | Log Out

Step 2 of 3: Update Subtotals by Accounting Code or TAS

Select an accounting code in TAS and enter the amount and click Add for each subtotal of the deposit.


Voucher #:	103362
Deposit Total:	\$1,000.00
Variance:	\$0.00

Agency Accounting Code	Amount	
Select		Add >>


Agency Accounting Code	Description	Amount	Remove
AC2	Accounting Code 2	\$1,000.00	<input type="checkbox"/>
TOTAL		\$1,000.00	Update

Step 3 of 3: Review the Deposit Preparation Information




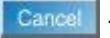
This page displays the **characteristics (Deposit Information, Financial Institution Information, and Agency Information)** for the **deposit** that you have modified. Verify the information is correct before submitting the deposit.

- If the information is correct and you would like to submit the deposit to your **financial institution**, click .



OR

- If the information is correct and you would like to modify the deposit at a later time, click .

OR

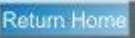
- If the information is correct and you would like to submit the deposit for approval, click .
- If the information is not correct, click  to make changes, click  to eliminate the deposit, or click  to return to the TGAnet Home Page.

Confirmation

- Click  to print a formatted **deposit**.
- Click  to return to the TGAnet Home Page.

Saved Deposit Acknowledgement

This page displays the **voucher number** for the **deposit** that you have **saved as a draft** or **saved for approval**.

- Click  to return to the TGAnet Home Page.

Deleted Deposit Acknowledgement

- Click  to return to the TGAnet Home

Awaiting Approval Deposits

View Deposit Awaiting Approval

- If you would *not* like to submit the **deposit** to your **financial institution**, click [Reject](#).
- If you would like to submit the deposit to your financial institution, click [Submit](#).
- Click [<<Previous](#) if you would like to return to the View Deposits Page.

NOTE: If you reject a deposit that is awaiting approval, it will be saved in TGAnet as a draft.

View Deposit Awaiting Approval
[Home](#) | [Find](#) | [Help](#) | [Log Out](#)

Review the details below and click [Reject](#) or [Submit](#) to process the deposit awaiting approval.

Deposit Information

Voucher #: 172562
Voucher Date: 11/20/2005
Fiscal Year: 2005
Deposit Endpoint: RT - Region 1
A/C: 6624101
Status: NEW

Created Date/Time: 11/28/2005 01:22:32 PM EST
Created by: thha711

Checks and Money Orders Subtotal: \$600.00
Currency Subtotal: \$600.00
Deposit Total: \$1,000.00

Currency Denominations

Paper Currency	Count	Value	Coin Currency	Count	Value
\$1:	0	\$0.00	\$0.01	-	\$0.00
\$2:	0	\$0.00	\$0.05	-	\$0.00
\$5:	0	\$0.00	\$0.10	-	\$0.00
\$10:	0	\$0.00	\$0.25	-	\$0.00
\$20:	0	\$0.00	\$0.50	-	\$0.00
\$50:	0	\$0.00	\$1.00	-	\$0.00
\$100:	0	\$0.00			
Paper Currency Subtotal		\$0.00	Coin Currency Subtotal		\$0.00
			Currency Subtotal		\$600.00

Financial Institution Information

Financial Institution: Bank of America
Check ID: 000
RTN: 001201000
DDA: 123456

Reject Deposit Awaiting Approval


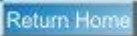
This page displays the **voucher number** for the **deposit** that you have rejected.

- Click [Return Home](#) to return to the View Deposits Page.

NOTE: A rejected deposit will be saved as a draft where changes can be made.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Submit Deposit Awaiting Approval

- Click  to print a formatted **deposit**.
- Click  to return to the TGAnet Home Page.

View Deposits

View Deposits

- To view the **characteristics** of a **deposit**, click on the appropriate **voucher number** hyperlink.
- Click [Return Home](#) to return to the TGAnet Home Page.

View Deposits [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

My Deposits in Process
Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/25/2005

Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total
No deposits found						

Deposit Transactions
Following are deposit transactions for your organization, in reverse chronological order.
Select the voucher number of the deposit you would like to view additional details.

< 10 of 232 Records



Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
102274	AWAY			QA_B	17777777		\$100.00
102267	DRAFT			QA_ALA	10000001		\$100.00
102262	AWAY			QA_ALA	10000001		\$10,000.00
102045	DRAFT			QA_ALA	10000001		\$500.00
102044	DRAFT			QA_ALA	10000002		\$501.00
102043	DRAFT			QA_ALA	10000001		\$1,000.00
102022	DRAFT			QA_ALA	17777777		\$1,000.00
100023	AWAY			QA_B	17777777		\$1,000.00
102355	CONFIRMED	11/25/2005	11/25/2005	QA_ALA	17777777		\$200.00
102353	SUBMITTED	11/25/2005		QA_ALA	10000001		\$150.00

View Deposit Draft

- Click [<<Previous](#) to return to View Deposits.
- Click [Edit](#) to modify the **deposit** draft.




View Deposit Awaiting Approval

- If you would not like to submit the **deposit** to your **financial institution**, click [Reject](#).




- If you would like to submit the deposit to your financial institution, click .
- Click  if you would like to return to the View Deposits Page.

NOTE: If you reject a deposit that is awaiting approval, it will be saved in TGAnet as a draft.




View Submitted Deposit Details

- Click  to print a formatted **deposit**.
- Click  to return to View Deposits.
- Click  to view the history of the deposit voucher events.




View Confirmed Deposit Details

- If an **adjustment** has been made to this **deposit** by your **financial institution**, it will appear in the Adjustment Information section. To view the **characteristics** of the adjustment, click on the **voucher number** hyperlink.
- Click  to return to View Deposits.
- Click  to view the history of the deposit voucher events.
- Click , if appropriate, to re-print a formatted deposit ticket.

View Deposit Adjustment

- Click  to return to View Deposit Detail.
- Click  to view the history of the deposit voucher events.
- Click  to return to the TGAnet Home Page.

View Rejected Deposit Details

- Click  to return to View Deposits.
- Click  to view the history of the deposit voucher events.
- Click  to return to the TGAnet Home page.

Search Deposits

Search Deposits

- To search for a deposit by **highest level organization**, select a highest level organization from the Organization drop down list.
- To search for a deposit by **endpoint**, select an endpoint from the Deposit Endpoint drop down list.
- To search for a deposit by **agency location code**, enter an agency location code in the ALC text box.
- To search for a **deposit** by **voucher number**, enter the appropriate voucher number for a deposit in the Voucher # text box.
- To search for a deposit by **voucher date**, enter a range of dates in the Voucher Date From and Voucher Date To text boxes.
- To search for a deposit by deposit date, enter a range of dates in the Deposit Date From and Deposit Date To text boxes.
- To search for a deposit by account key, enter an account key in the FRB Account Key text box.
- To search for a deposit by a **user defined field**, enter the data in the Deposit User Defined Field text box.
- To search for a deposit by **preparer**, enter a deposit preparer in the Prepared By text box.
- To search for a deposit by deposit status, select the appropriate status from the Deposit Status drop down list.
- To search for a deposit by **deposit total**, enter a range of amounts in the Deposit Total From and Deposit Total To text boxes.
- To search for a deposit by agency comments, enter the data in the Agency Use (Box 6) text box.
- To search for a deposit by **CASHLINK II account number**, enter an account number in the CAN text box.
- To search for a deposit by **routing transit number**, enter a routing transit number in the RTN text box.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

- To search for a deposit by **demand deposit account number**, enter an account number in the DDA text box.
- To search for a deposit by CCWU number, enter a CCWU number in the FRB CCWU text box.
- To search for a deposit by a **user defined field**, enter the data in the Accounting Subtotal User Defined Field text box.
- Click [Search](#) to display the deposits that match your search criteria.
- Click [Download](#) to download your search results.
- To view the **characteristics** of a deposit, click on the appropriate voucher number hyperlink.
- Click [Return Home](#) to return to the TGAnet Home Page.

Search Deposits [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Enter search criteria for the deposit(s) you would like to view.

Organization:

Deposit Endpoint:

ALC:

Voucher #:

Voucher Date

From:

To:

Deposit Date

From:

To:

RTN:

DDA:

CAN:

Prepared by:

Deposit Status:

Deposit Total

From:

To:

Agency Use (Block 6): starts with:

[Cancel](#) [Clear](#) [Search](#)

Click the voucher number or the deposit you would like to view additional details.

Download Search Results? [Download](#)

Search Adjustments

Search Adjustments

- To search for an adjustment by **organization**, select an organization from the Organization drop down list.
- To search for an adjustment by **endpoint**, select an endpoint from the Deposit Endpoint drop down list.
- To search for an adjustment by **agency location code**, enter an agency location code in the ALC text box.
- To search for an adjustment by **voucher number**, enter the appropriate voucher number for a deposit in the Voucher # text box.
- To search for an adjustment by original date of deposit, enter a range of dates in the Original Date of Deposit From and Original Date of Deposit To Deposit text boxes.
- To search for an adjustment by **voucher date**, enter a range of dates in the Voucher Date From and Voucher Date To text boxes.
- To search for an adjustment by date of deposit, enter a range of dates in the Date of Deposit From and Date of Deposit To text boxes.
- To search for an adjustment by account key, enter an account key in the FRB Account Key text box.
- To search for an adjustment by creator, enter the name of the creator in the Prepared By text box.
- To search for an adjustment by adjustment category, select the appropriate category from the Adjustment Category drop down list.
- To search for an adjustment by adjustment type, select the appropriate type from the Adjustment Type drop down list.
- To search for an adjustment by reason, select the appropriate reason from the Reason Code drop down list.
- To search for an adjustment by amount, enter a range of amounts in the Adjustment Amount From and Adjustment Amount To text boxes.
- To search for an adjustment by **CA\$HLINK II account number**, enter an account number in the CAN text box.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

- To search for an adjustment by **routing transit number**, enter a routing transit number in the RTN text box.
- To search for an adjustment by **demand deposit account number**, enter an account number in the DDA text box.
- To search for an adjustment by CCWU number, enter a CCWU number in the FRB CCWU text box.
- Click [Search](#) to display the deposits that match your search criteria.
- Click [Download](#) to download your search results.
- To view the **characteristics** of an adjustment, click on the appropriate voucher number hyperlink.
- Click [Return Home](#) to return to the TGAnet Home Page.

Search Adjustments [Home](#) [Print](#) [Help](#) [Log Out](#)

Enter search criteria for the adjustment(s) you would like to view.

Organization:	<input type="text" value="Select..."/>		
Deposit Endpoint:	<input type="text" value="Select..."/>		
ALC:	<input type="text"/>	Adjustment Category:	<input type="text" value="Select..."/>
Voucher #:	<input type="text"/>	Adjustment Type:	<input type="text" value="Select..."/>
Prepared by:	<input type="text"/>	Adjustment Reason:	<input type="text" value="Select..."/>
Voucher Date		Adjustment Amount	
	From: <input type="text"/>		From: \$ <input type="text"/>
	To: <input type="text"/>		To: \$ <input type="text"/>
Deposit Date		Original Deposit Date:	
	From: <input type="text"/>		From: <input type="text"/>
	To: <input type="text"/>		To: <input type="text"/>
RTN:	<input type="text"/>		
DDA:	<input type="text"/>		
CAN:	<input type="text"/>		

[Cancel](#) [Clear](#) [Search](#)

Click the voucher number of the adjustments you would like to view additional details.

Download Search Results? [Download](#)

View Reports

View Reports

Welcome to the View Reports Page. Select an available report from the list.

Business Reports

Adjustments by Agency Endpoint - allows you to view adjustments by **ALC**.

Deposits by Accounting Code - allows you to view deposits by **accounting code**.

Deposits by Agency Endpoint - allows you to view deposits by **organization endpoint**.

Deposit History by Status - allows you to view **deposits** by status.

Non-Reporting Agency Endpoints - allows you to view endpoints that have not reported a deposit.

Administration Reports

View Vouchers Completed - allows you to view completed vouchers.



View Vouchers in Progress - allows you to view vouchers in progress.

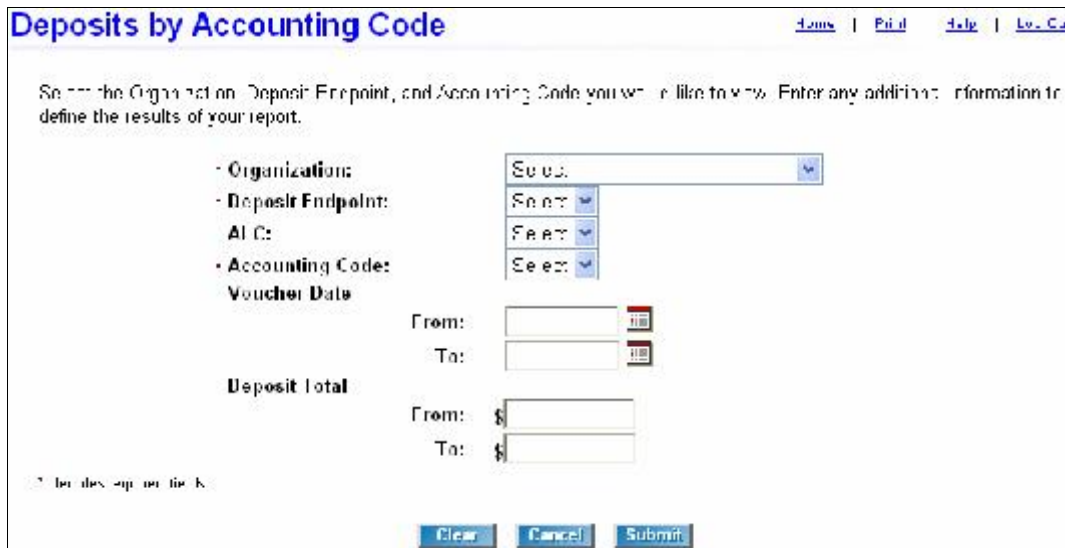
Adjustments by Agency Endpoint

- Using the Adjustment Type drop down list, select the type of adjustment that you would like to view.
- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view.
- Using the **ALC** drop down list, select the agency location code that you would like to view.
- Enter the range of dates that you would like to search adjustments in the Adjustment Date From and Adjustment Date To text boxes.
- Enter the range of amounts that you would like to search adjustments in the Adjustment Total From and Adjustment Total To text boxes.
- Click **Submit** to view the report or click **Cancel** to return to the TGAnet Home Page.

The screenshot shows a web form titled "Adjustments by Agency Endpoint" with a navigation bar at the top containing links: Home, Find, Add, and Logout. Below the title is a instruction: "Select the Adjustment Type, the Deposit Endpoint and enter any additional information to define the results of your search." The form contains several fields: "Adjustment Type:" with a dropdown menu showing "Select"; "Deposit Endpoint:" with a dropdown menu showing "Select" and a small blue arrow icon to its right; "ALC:" with a dropdown menu showing "Select"; "Adjustment Date" with "From:" and "To:" text boxes, each followed by a calendar icon; "Adjustment Total" with "From:" and "To:" text boxes, each preceded by a dollar sign (\$) and followed by a small blue arrow icon to its right. At the bottom left, there is a note: "2 characters required 2 elcs". At the bottom center, there are three buttons: "Clear", "Cancel", and "Submit".


Deposits by Accounting Code


- Using the **Organization** drop down list, select the highest level organization that you would like to view.
- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.
- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.
- Using the **Accounting Code** drop down list, select the accounting codes that you would like to view.
- Enter the range of dates that you would like to search deposits in the **Voucher Date** From and Voucher Date To text boxes.
- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.
- Click  to view the report or click  to return to the TGAnet Home Page.





Deposits by Accounting Code [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Select the Organization, Deposit Endpoint, and Accounting Code you want to view. Enter any additional information to define the results of your report.


Organization: 


Deposit Endpoint: 

ALC: 

Accounting Code: 

Voucher Date

From: 




To: 

Deposit Total



From: \$

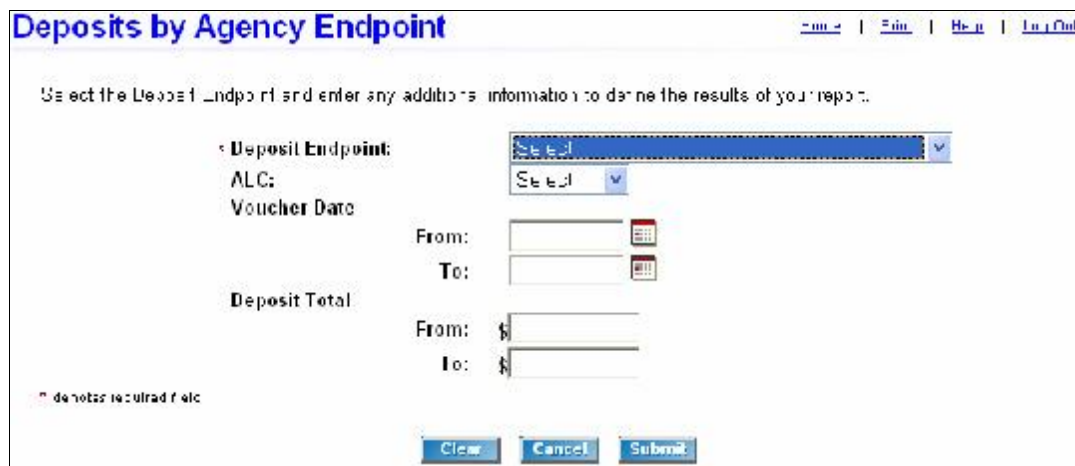
To: \$

☐ Include deposits on file

Deposit by Agency Endpoint

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.
- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.
- Enter the range of dates that you would like to search deposits in the **Voucher Date** From and Voucher Date To text boxes.
- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.
- Click  to view the report or click  to return to the TGAnet Home Page.




Deposits by Agency Endpoint Home | Find | Help | Log Out


Select the Deposit Endpoint and enter any additional information to define the results of your report.

Deposit Endpoint:

ALC:

Voucher Date

From: 




To: 

Deposit Total

From: \$

To: \$

* denotes required field

Deposit History by Status

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.
- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.
- Using the Status drop down list, select the deposit status that you would like to view.
- Enter the range of dates that you would like to search deposits in the Status Date From and Status Date To text boxes.
- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.
- Click **Submit** to view the report or click **Cancel** to return to the TGAnet Home Page.

Deposit History by Status [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Select the Deposit Endpoint, Status and enter any additional information to define the parameters of your report.

- Deposit Endpoint:

ALC:



Status:

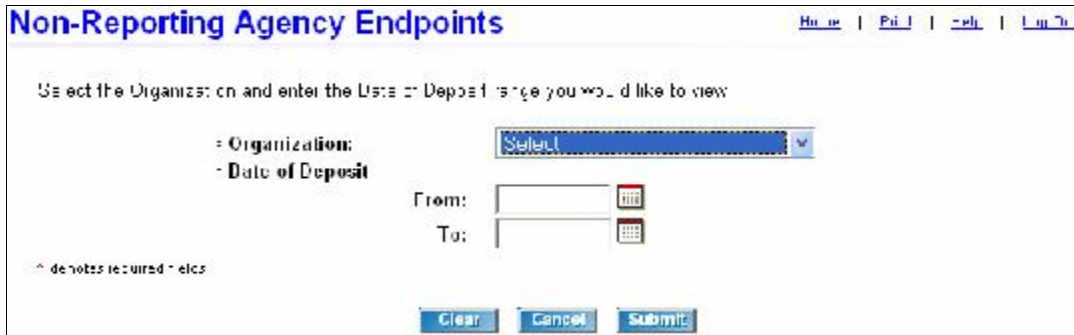
Status Date From: To:

Deposit Total From: \$ To: \$

* Deposits include the fee

Non-Reporting Agency Endpoints

- Using the **Organization** drop down list, select the endpoint that you would like to view **deposits**.
- Enter the range of dates that you would like to search deposits in the Date of Deposit From and Date of Deposit To text boxes.
- Click  to view the report or click  to return to the TGAnet Home Page.



The screenshot shows a web form titled "Non-Reporting Agency Endpoints" with navigation links (Home, Print, Help, Logout) in the top right. The form contains the following elements:

- Instruction: "Select the Organization and enter the Date of Deposit range you would like to view"
- Organization: A dropdown menu labeled "Select" with a blue arrow.
- Date of Deposit: Two text boxes labeled "From:" and "To:" with calendar icons.
- Legend: A small text " * denotes required fields" with an asterisk.
- Buttons: "Clear", "Cancel", and "Submit" buttons at the bottom.

View Vouchers Complete

- Click the **Voucher Number** hyperlink to view the details of the Voucher Event Log.
- Click [Cancel](#) to return to the View Reports page.

View Vouchers Completed					
Following are the vouchers that have completed processing in TGAnet in the past 30 days:					
1 of 1 Records					
Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Voucher Complete Timestamp >	CL II Trace # >
102000	Rejected	Deposit	Bank of America	11/28/2005 11:49:45 PM EST	
1 of 1 Records					
Cancel					


View Vouchers in Progress

- Click the **Voucher Number** hyperlink to view the details of the Voucher Event Log.
- Click [Cancel](#) to return to the View Reports page.

View Vouchers In Progress						
Following are the vouchers that have not completed processing in TGAnet:						
ALERTS EXIST						
Click on the voucher number to view the voucher event log and additional voucher information.						
Results: 1-100						
1 of 48 Records						
Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Current Voucher Event State >	Voucher Event State Timestamp >	Alert >
102864	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:11:04 AM EST	
102866	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:11:04 AM EST	
102868	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:49:06 PM EST	
102867	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:49:06 PM EST	
101761	Confirmed	Deposit	HL Bank 2	VoucherUnkKey	11/23/2005 04:56:20 PM EST	Unk
102862	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:47:12 PM EST	
102864	Confirmed	Deposit	Bank of America	VoucherFromFVal	11/23/2005 11:47:12 PM EST	

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

View Voucher Event Log

- Click the **Voucher Number** hyperlink to view the details of the deposit or adjustment.
- Click the Voucher Event State hyperlink to view the Voucher Event Details.
- Click  to return to the View Reports page.

View Voucher Event Log

[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	102338
Voucher Date:	1/28/2005
Voucher Type:	Deposit
Voucher Status:	REJECTED
Voucher Status Timestamp:	1/28/2005 01:19:45 PM EST
Deposit Date:	
FI Deposit ID:	212
CASHLINK II Trace #:	
Financial Institution:	Bank of America


Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherToFIReady	1/28/2005 01:34:57 PM EST		Comments
VoucherComplete	1/28/2005 01:45:45 PM EST		Comments




View Voucher Event Details

- Click the **Voucher Number** hyperlink to view the details of the deposit or adjustment.
- Click  to return to the View Reports page.

View Voucher Event Details[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

The following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	112364
Voucher Event State:	VoucherFromFIVa ir
Voucher Event State Timestamp:	11/28/2005 11:01:24 AM EST
Voucher Event LoginID:	ncne
Voucher Date:	11/28/2005
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	11/28/2005 11:01:24 AM EST
Deposit Date:	11/28/2005
FI Deposit ID:	213
CASHLINK II Trace #:	
Financial Institution:	Bank of America
Voucher Event Comments:	Manually Confirmed

Glossary

A

Access Group: Location or level within a Federal Program Agency to which user access is granted.

Account Key: The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

Accounting Code: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Accounting Code Description: A brief explanation that provides further detail about an accounting code.

Accounting Code Name: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Activate: To grant a TWAI user access to the TGAnet application.

Active: A TGAnet user status that indicates a TGAnet user is permitted to perform TGAnet functions.

Activity Type: The selection that indicates if a user defined field is for deposit activity information or deposit accounting activity information.

Adjustment Defaults: The TAS or agency accounting code that will be assigned to adjustments processed by TGAnet.

Agency Contact: A person at an agency that a financial institution may contact if additional information is needed for the deposit.

Agency Information: The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC): The unique numeric symbol assigned by FMS for Treasury reporting purposes.

Alternate Agency Contact: A person at an agency that a financial institution may contact if the primary contact at the agency cannot be reached.

Assign Organizations: This function allows you to assign TWAI organizations to a TGAnet user in a two-step process.

Assign Permissions: This function allows you to assign permissions to a TGAnet user in a two-step process.

Assigned TWAI Organizations: Those organizations that are assigned to a user that permit the user to assign permissions to another user in that assigned organization.

C

CA\$HLINK II Account Number (CAN): The account number assigned to a deposit when it is submitted to CA\$HLINK II.

CA\$HLINK II Account Number Status: The status that indicates that a CAN is open or closed.

Characteristics: Properties of a user, organization, deposit, or financial institution.

Custom Label: User-defined text that describes a level in the organization hierarchy, an internal control number or an accounting code.

Custom Label, Default: Text defined by TGAnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

D

Data Type: The type of data that should be entered for a user defined field.

Date of Deposit: The date that a deposit is being adjusted, confirmed, or rejected.

Deactivate: To restrict a TWAI user from accessing the TGAnet application.

Delete Permissions: This function allows you to remove roles and access groups from a TGAnet user in a two-step process.

Deleted: A TGAnet user status that indicates a TGAnet user no longer has access to the TGAnet application.

Demand Deposit Account (DDA): The account at a financial institution where an organization deposits collections.

Deposit: A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Adjustment: A debit or credit adjustment submitted by a financial institution that is directly associated with a deposit.

Deposit Adjustment Information: The attributes that define a deposit adjustment: CA\$HLINK Account Number, Adjustment Type, Adjustment Amount, Adjustment Reason, and Adjustment Comments.

Deposit Approver: User who has authorization to review and submit deposits to a financial institution.

Deposit History: The number of days for which deposit information will be shown on the View Deposit page.

Deposit Information: The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total,

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer: User that has authorization to prepare and submit deposits to a deposit approver.

Deposit Total: The total amount of over-the-counter receipts included in the deposit.

Display Order Number: The order in which user defined fields should be displayed.

District Number: The District Number is the number assigned to a Federal Reserve Bank district.

F

Financial Institution: An institution that accepts TGA deposits.

Financial Institution Information: The name, address, routing transit number, and the demand deposit account number of a financial institution.

Fiscal Year: A 12-month period for which an organization plans the use of its funds.

H

Hierarchy Level: The level that an organization endpoint is assigned to in the hierarchy.

Highest Level Label: User-defined text that describes the highest level in the organization hierarchy.

Highest Level Organization: The primary level of the organization hierarchy.

I

Inactive: A TGAnet user status that indicates a TGAnet user is not permitted to perform TGAnet functions.

Input Length Maximum: The maximum number of characters that may be entered in a user defined field.

Input Length Minimum: The minimum number of characters that may be entered in a user defined field.

Institution Type: Indicates that a financial institution is a commercial financial institution or Federal Reserve Bank.

Internal Control Number: A customizable field for agency use to further describe a deposit.

L

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Level 1: The highest level in the access group hierarchy to which a user has access. Additional levels within the hierarchy are labeled in sequential order beneath Level 1 (i.e., Level 2, Level 3, etc.).

Location, Financial Institution: The city and state where a financial institution is located.

Lower Level Organization: Any organization created below the highest level organization.

M

Modify User Status: This function allows you to modify a TGAnet user's status in a two-step process.

N

Name, Financial Institution: A word or phrase identifying a financial institution.

Name, Organization: A word or phrase identifying a location or level of a Federal Program Agency.

Name, User: The first and last name of a TGAnet user as specified in the TWAI registration process.

Name, User Defined Field: A word or phrase identifying a user defined field.

O

Office Number: The Office Number is the number assigned to an office in a Federal Reserve Bank district.

Organization: Location or level within a Federal Program Agency.

Organization Endpoint: An organization that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

Organization Hierarchy: The structure of a Federal Program Agency as defined in TGAnet.

OTC Collections: Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

P

Permissions: The combination of a TGAnet role and the access group to which the role applies.

Permissions, Deleted: Those permissions removed from a TGAnet user.

Permissions, Remaining: Those permissions that have not been deleted.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Processing Options: User-defined parameters for the deposit and adjustment processes.

R

Returned Item: A check that was originally part of a TGAnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN): The nine-digit number used to identify a financial institution.

Routing Transit Number, Deleted: A routing transit number that has no deposits associated with it and can no longer be used when creating deposits.

Routing Transit Number, Retired: A routing transit number that can no longer be used when creating deposits.

S

Save as Draft: Option that allows a user to save a deposit to modify at a later date.

Save for Approval: Option that allows a deposit preparer to save a deposit for a deposit approver to submit to a financial institution.

Short Name/Code: User-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

T

TGAnet: The acronym for Treasury General Account Deposit Report Network. The application that automates the over-the-counter deposit process.

TGAnet Status: Status of a user within the TGAnet application (i.e., Active, Inactive, Deleted).

Treasury Account Symbol (TAS): A representation of a category or source of collections.

TWAI: The acronym for Treasury Web Application Infrastructure.

TWAI Organization: The entity a user is employed by as specified in the TWAI registration process.

U

Un-assign Organizations: This function allows you to remove assigned organizations from a TGAnet user in a two-step process.

Un-assigned Organizations: Those organizations that are removed from a TGAnet user.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

User Defined Field: User-defined text that describes deposit activity or deposit accounting activity.

User ID: Identification assigned to a user during the TWAI registration process. All User IDs are unique within TWAI.

V

Voucher Date: The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number: The number assigned to a deposit by TGAnet.

Voucher State: The state of a deposit being sent to or received from a financial institution.

Index

C

Create

Deposit 3, 5, 6

D

Deposit

Create 3, 5, 6

Modify 7, 9, 10

Reject 11

Submit 12

M

Modify

Deposit 7, 9, 10

P

Processing Options

Report 29

R

Reject

Deposit 11

Reports..... 20, 21, 22, 23, 24, 25, 26,
27, 28, 29

S

Search

Search Adjustments..... 18

Submit

Deposit 12

T

TGAnet..... 1, 2

V

View

Deposit 13, 14, 15

Reports . 20, 21, 22, 23, 24, 25, 26,
27, 28, 29